

Executive Branch
Public Works Group
Building Services Series

BUILDING PERMITS & INSPECTIONS DIRECTOR

07/02 (REB)

Summary

Under general direction, as a department head, manage the City's technical and administrative functions to control subdivision and property development through subordinate managers and supervisors.

Typical Duties

Plan, develop and organize programs for engineering review, field inspection and code enforcement of commercial and residential designs and construction, flood plain management, and related permit issuance and customer service. Involves: reviewing and interpreting legislation to formulate department-wide policies and strategies to ensure compliance with federal, state and local statutory mandates, and architectural and engineering standards encompassing, but not limited to, such matters as building trades work, emergency management, environmental protection, fire prevention, flood control, housing safety, land grading and drainage, and zoning; recommending major operational adjustments to establish and modify methods to ensure the efficiency and effectiveness of City's delivery of development control functions to customers; evaluating, devising and implementing short and long range departmental goals, project priorities and resources allocations; conducting special studies for the Mayor and Council and drawing conclusions including effect on operations, impact on resources and anticipated costs and benefits and advising on suitable courses of action.

Coordinate and control department operations. Involves: acquiring and deploying personnel, materials or other resources and arranging to maintain equipment in good working order to balance workflow and ensure availability as needed; representing the City's development control interests in the capacities of primary public and media relations liaison, and technical issues consultant and negotiator to top officials of architectural, engineering, building trades construction contractor, real estate development, property owner, regulatory organizations to research and settle major conflicts and complaints pertaining to project priorities, service delays, enforcement methods and compliance interpretations as well as to recommend, promote and arrange to effect related general codes, variances, ordinances and amendments; periodically inspecting practices for conformance with operational standards to identify, diagnose and solve scheduling and organization problems; reviewing work records and statistics, and initiating corrective measures to optimize operations; implementing procedures and controls to promote communication and adequate information flow.

Direct department administration. Involves: conducting cost-benefit, statistical or other analyses and periodic customer-based surveys; reviewing staff proposals for solving problems associated with integration of processes with other City departments, other jurisdictions and regulatory agencies; overseeing operation of permit processing software, including studying technological developments to enhance system for integrating related database and permits tracking through plan review and inspection; reviewing suggestions for program improvements and staffing changes to prepare consolidated annual budget and set standards and measure organization performance; participating in capital improvement planning by recommending new and modified equipment; monitoring expenditures of budgeted funds by recording and analyzing purchase, personal services and other costs to minimize expenditure for which accountable in accordance with established City financial policies and procedures.

Supervise supervisory and non-supervisory professional, administrative and support personnel as assigned. Involves: determining and preparing work schedules, and expediting work flow; assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance, coaching, and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; interviewing and hiring applicants; making staffing and job design changes and terminating employees.

Perform miscellaneous related managerial and professional duties as required. Involves: accepting requests for variances and forwarding to appropriate boards; as technical advisor, serving on committees and boards and making recommendations; serving as executive secretary of the Zoning Board of Adjustments and the Building, Plumbing, Heating Ventilation and Air Conditioning (HVAC) board of appeals; presenting special and recurring reports and recommendations containing technical data and cost estimates affecting department activities for review by officials and other executives; coordinating activities of the department with other City departments.

Minimum Qualifications

Education and Experience: Graduation from a recognized college or university with a bachelor's degree in Architecture, Civil or Structural Engineering, or a related field plus ten (10) years of professional administrative

experience in architecture, structural engineering, building construction or building and zoning codes enforcement, including four (4) years supervisory management of a related major division or organization; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: application of generally accepted civil, structural and architectural engineering principles and standards pertaining to building and subdivision plan review, construction and inspection; building, plumbing, electrical, mechanical, fire, environmental, grading, drainage, flood control, safety and zoning codes and ordinances enforced by the City; Considerable knowledge of: federal emergency management flood plain program procedures and requirements; budget preparation and administration; customer service and public relations practices; supervisory and managerial techniques; standard building trades tools, materials and practices. Good knowledge of: computerized permit processing and project management.

Ability to: plan, direct and coordinate the work of professional, technical and administrative personnel engaged in plan review, inspection and enforcement activities; interpret specifications, plans and detailed drawings to insure compliance with building codes; analyze operating effectiveness and efficiency to devise, develop and implement improvements; reach and comprehend common technical, financial and legal documents; apply established mathematical and statistical techniques to analyze data in practical situations; define problems dealing with several abstract and concrete variables; collect and interpret an extensive variety of technical data and instructions, draw valid conclusions and initiate action to carry out assignments or projects to completion; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees, officials, regulatory agencies and the general public by conducting negotiations and persuasively presenting technically complex information to respond to common inquiries and complaints from individuals or groups that may not be familiar with the topics; firmly and impartially exercise appointing officer authority in the supervision and evaluation of subordinate personnel.

Skill in safe operation and care of: personal computer or network work station, generic business productivity, and specialized design drafting and geographic information software; motor vehicle.

Physical Effort and Work Environment: Occasional: moving on uneven terrain, climbing ladders, bending, stooping, driving through city traffic, exposure to inclement weather or other adverse field conditions to inspect construction sites as necessary.

Licenses and Certificates: Valid Texas Professional Engineer or licensed (registered) Architect, or equivalent transfer-able from another state by time of application which must be converted within one (1) year following appointment; must obtain Building Official Certification from by Council of American Building Officials within one year of appointment; Texas Class "C" Driver's License or equivalent license issued by another state.

Human Resources Director

Department Head